



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF COUNSEL

\$4,674 - \$7,828

RATE ENFORCEMENT BUREAU SAN FRANCISCO

RESPONSIBILITIES:

Under the direction of the Assistant Chief Counsel of the Rate Enforcement Bureau, the Staff Counsel handles the more routine of the bureau's tasks pertaining to the preparation and conducting of rate hearings under Proposition 103 and performing other legal work, including the development of necessary regulations associated with the administration and enforcement of the rate provisions of the California Insurance Code. The incumbent conducts legal research; consults with Departmental staff and other experts; prepares and coordinates studies for inclusion in rulemaking files; provides legal opinions and advice to division chiefs and others; prepares notices of hearing and pre-hearing conference statements; responds to public comments and Office of Administrative Law comments; selects and prepares witnesses; prepares exhibits and direct testimony; determines case strategy, litigates discovery disputes; prepares emergency or permanent regulations, prepares and argues evidentiary and other motions; conducts hearings; prepares post trial briefs; and reviews and analyzes impact and propriety of proposed legislation and prepares memoranda detailing analysis and recommendations; etc.

DESIRABLE QUALIFICATIONS:

- Strong background and relevant experience in insurance law.
- Familiarity with Insurance Code and related statutes and regulations.
- Experience in litigation and administrative proceedings.
- Familiarity with methods and systems of all branches of California government.
- Strong analytical and inter-personal skills.
- Excellent written and verbal communication skills; comfort and familiarity with personal computer and popular office software packages and extensive knowledge of legal research methods.
- Ability to meet multiple deadlines and perform under pressure.

WHO MAY APPLY:

All applicants must have active membership in the State Bar of California. Applications will be accepted from State employees at the Staff Counsel level, those within transfer range, or from candidates with list eligibility. All applications will be reviewed, however, only the most qualified candidates will be interviewed. SROA and surplus employees are encouraged to apply. Surplus candidates must attach a copy of their surplus letter to their application. ***Applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, transfer, reinstatement, list eligibility, or Training and Development Assignment) on the State application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to the Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "STAFF COUNSEL POSITION 234-5778-XXX" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3344.

FINAL FILING DATE: June 4, 2007

NOTE: Interested individuals must submit their application by the final filing date in order to be considered for this position.

dp 05/22/07

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
